

# **233d BASE SUPPORT BATTALION**

## **INCENTIVE AWARDS HANDBOOK FOR CIVILIAN EMPLOYEES**

**“COMMUNITY OF CHOICE”**

**1 APRIL 2002**

**QUESTIONS ON INCENTIVE AWARDS SHOULD BE DIRECTED  
TO THE S-1, 348-6253 OR THE EXECUTIVE OFFICER, 348-1510**

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**PREVIOUS EDITIONS OBSOLETE**

## INCENTATIVE AWARDS

### GENERAL

Policy on civilian awards is located in AR 672-20 and in USAREUR Supplement 1. Detailed information on the nomination and approval process is contained in DA Pamphlet 672-20. The provisions of USAREUR Regulation 690-69 govern Length of Service awards for Local National (LN) personnel in Germany. The general award categories are, monetary awards, honorary awards and time off awards. Only the most commonly presented honorary awards are discussed below.

Recognizing employees with incentive awards is probably the most flexible management tool you have as a manager. Public recognition of superior ideas and outstanding individual and group performance helps build morale. It can also help you as a manager to build and maintain a highly motivated and productive organization. Your employees will perceive that you welcome new ideas and reward high performance.

### APPLICABILITY

This handbook is applicable to all personnel employed by the 233d Base Support Battalion. Responsibility to comply with these procedures is mandatory for all supervisors, managers, directors, raters, senior raters and employees who are employed under GM, GS, WG, WL, or WS appropriated fund categories.

### TYPES OF RECOGNITION

There are three categories of recognition: **monetary, honorary, and time-off**. All can serve as motivation to the recipients and other employees. Effective use of awards requires consideration of the nature of the contribution and the needs and interests of the employees. For example, while it might be more appropriate to grant an honorary award to an individual for long and distinguished service, cash recognition might be considered appropriate for individual sustained superior job performance or for an individual or a group of employees who have produced an excellent product or completed a complex assignment in an outstanding way.

### THE APPROPRIATE USE OF AWARDS

The granting of awards should be considered judiciously by managers, especially in the area of performance awards, in order to avoid giving the impression that it is an employee's entitlement. Awards should only be granted where fully deserved, to those who meet the criteria, and with full explanation as to the accomplishments being recognized. In this way, you will maintain employees' confidence in the value and integrity of awards

granted in your organization.

## **ELIGIBILITY**

All US citizen and direct-hire Local National employees paid from appropriated funds are eligible for awards. LN employees employed under indirect-hire labor agreements with foreign governments are eligible for non-monetary awards in Chapter 8 and cash awards as outlined in Supplement to AR 672-20. Specific information on eligibility is provided in the discussion of each award. Regardless of the type of award a supervisor contemplates giving, employees should never be told that they are under consideration for or have been nominated for any award. This may create serious morale problems if the award is subsequently not approved.

## **TYPES OF AWARDS**

### **Superior Accomplishment Awards:**

Special Act or Service Award

On-the-Spot Cash Award

Time Off Award

Performance Award

Quality Step Increase

### **Honorary Awards (Listed in hierarchical order - highest to the lowest)**

Decoration for Exceptional Civilian Service

Meritorious Civilian Service Award

Superior Civilian Service Award

Commander's Award for Civilian Service

Achievement Medal for Civilian Service

Certificate of Appreciation for Patriotic Civilian Service

Civilian Award for Humanitarian Service

Certificate of Achievement

Certificate of Appreciation

## **AWARDS APPROVAL LEVELS**

Awards approval authority is delegated to the following positions listed below:

## **MONETARY AWARDS**

***In accordance with the 26th ASG FY02 Funding Letter, civilian monetary awards are limited to a maximum of 7.5% of annual per pay annum. The annual basis for awards will be the Fiscal Year. All civilian awards will be submitted through the BSB XO or ASG Staff Director, as appropriate, with full***

**justification and forwarded to the 26th ASG DRM for processing. BSB Commander or XO's may approve awards up to 3%. Awards between 3-7.5% will require the Chief of Staff's approval. All civilian awards for US and LN personnel will be processed using MODERNS procedures.**

*\* Exceptions to 7.5% limit require additional justification and may only be approved by the ASG Commander*

*\*\* LN employees are not "rated" but follow the same supervisory chain as U.S. co-workers*

## **HONORARY AWARDS:**

Commander/Chief of Staff, 26<sup>th</sup> ASG – level A  
Commander/Executive Officer, 233d BSB – level B

### **TYPE OF AWARD**

### **APPROVAL LEVEL**

<b>Quality Step Increase</b>	next step (Only one in a 2-year period)	A or B
<b>High-Level Honorary</b> (Awards with medals)	all levels	A or next higher IAW AR 672-20 and USAREUR Sup 1 to AR 672-20
<b>Certificate of Appreciation, Certificate of Achievement, and DA Promotion Certificate</b>	N/A	A & B as applicable
<b>Length of Service (LOS) Certificates</b>	5, 10 & 15 years LOS 10 & 25 years LOS 30 - 45 years LOS 50 years LOS	A & B as applicable B or next higher A or higher Thru ASG for CG USAREUR signature
<b>Retirement Certificates</b>	All	B

## **THE NOMINATION AND APPROVAL PROCESS**

Except for Length of Service, the awards process has several distinct stages:

- Nomination preparation
- Documentation review
- Recommendation/approval
- MODERNS action
- Preparation of certificate
- Presentation ceremonies

**NOMINATION PREPARATION** Supervisors usually nominate employees for awards. In some cases, such as those recognized by Special Act Awards, individuals and organizations outside of the supervisory chain may nominate employees for awards in coordination with the employee's supervisor.

Nominations are to be submitted within the period of time specified for the award. The supervisor first considers what kind of accomplishment is to be recognized and then selects an appropriate means of recognition.

The S-1 section will inform and advise on the various awards, eligibility requirements, and whether or not the employee is eligible for an award.

Once the appropriate award is determined, the supervisor prepares the nomination and after approval from the Commander, the action will be returned to the Directorate to be submitted to be submitted as a MODERNS action to complete the process. (MODERNS is the Defense Civilian Personnel Data System)

**For all LN awards and US honorary:** submit a DA Form 1256, the required justification for the specific award, a proposed citation, and in the case of a high-level honorary award for an LN employee, a biographical sketch.

If higher level approval is needed, the nomination must be endorsed through the organization's chain of command to a level authorized to approve the award.

## **PERFORMANCE AWARDS IN CONJUNCTION WITH EVALUATIONS**

When an employee is recommended for a **performance award or quality step increase** in conjunction with an annual appraisal, a copy of the DA Form 7223 and DA Form 7223-1 or DA Form 7222 and DA Form 7222-1 will be submitted with the employees' award history attached. PART III on the copy of the DA Form 7222 or 7223 will indicate the recommended award.

The BSB S-1 will process the award through the BSB approving authorities. Once the award has been approved, the S-1 will return the action to the originator to be entered in MODERNS. (MODERNS is the Defense Civilian Personnel Data System)

No award recommendation will be processed until the annual appraisal has been completed and a copy furnished to CPOC to be placed in the employees OPF. It is the S-

1's responsibility to forward a copy of the annual appraisal to CPOC and retain a copy on file.

**Awards up to three percent, QSI and TOA.** The Directorate's signature block will be typed in the upper left corner and the Commander's signature block typed in Part III of the DA Form 7222 or DA Form 7223.

The DA Form 7223 or DA Form 7222 and a copy of the award history will be placed in a folder with a 233d BSB Routing/Action sheet on the front, routing the action thru the Directorate, S-1, CSM, XO, CDR, S-1, and return to the Directorate.

**Awards above three percent up to five percent.:** The Directorate's signature block will be typed in the upper left corner, the Commander's signature block will be typed in the upper right corner, and David M. Merhar, 26<sup>th</sup> ASG CofS signature block will be typed in Part III of the DA Form 7222 or DA Form 7223.

The appraisal and award history will be placed in a folder with a 233d BSB Routing/Action sheet on the front, routing the action thru the Directorate, S-1, CSM, XO, CDR, S-1, Directorate. The BSB S-1 Office will process the award through the BSB approving authorities.

Once the award has been approved, the S-1 Office will return the action to the originator to be entered in MODERNS. No award recommendation will be processed until the annual appraisal has been completed and a copy furnished to CPOC to be placed in the employees OPF. It is the S-1 Office responsibility to forward a copy of the annual appraisal to CPOC.

Nominations for LN Performance Award will be submitted on DA 1256 and routed the same as AF employees, including supporting justification in a narrative format. Once the award has been approved, the S-1 will return the action to the originator to be entered in MODERNS.

**REVIEW/APPROVAL** Nominating officials are responsible for obtaining approval signatures for awards that can be approved locally. The CPAC is responsible for forwarding award nominations to the Civilian Personnel Directorate (CPD), ODCSPER, if the award requires USAREUR or higher-level approval. CPD is responsible for obtaining any required embassy concurrence and other approvals and will return required documents to the CPOC for updating DCPDS and inclusion in the employee's Official Personnel Folder (OPF) or performance appraisal folder, as appropriate.

**PREPARATION OF CERTIFICATES** Certificates for **HQ DA-level** awards will be prepared at that level. Certificates requiring the signature of the **CG USAREUR** will be prepared by Executive Secretary, USAREUR Incentive Awards Review Board (IARB). **All others will be prepared by the Directorate.** The CPAC will maintain adequate stocks of blank certificates, medal sets and lapel pins, and will issue them upon request. On a regular basis, the CPAC will provide rosters of employees who should receive Length of

Service certificates to serviced organizations, so that certificates can be prepared and presented in a timely manner.

**PRESENTATION CEREMONIES** The S-1 is responsible for assisting Directorates in the arrangement of appropriate awards presentation ceremonies. S-1 is responsible for ensuring a Quarterly Award Ceremony is scheduled.



**EEO/ADVERSE ACTION CERTIFICATION** All award nominations (except for Public Service awards) must include an EEO adverse action memorandum. In no event will an award be approved for a period of time in which the nominee was found to have personally acted in a discriminatory manner in violation of EEO guidelines or standards of conduct.

Nominating officials should coordinate nominations with the EEO Office. The EEO Office will affirm in memorandum form that the records have been reviewed and that there are no personal adverse actions pending against the nominee and no past history of adverse findings in EEO complaints or adverse actions based on performance or conduct.

If past adverse information exists, commanders may evaluate the facts and still determine that the award is not inconsistent with EEO and affirmative action goals and will not adversely impact on DA. The Commander's decision to initiate or not to forward a nomination will be based on an independent evaluation of the facts.

## **SPECIAL ACT OR SERVICE AWARD - SASA**

A Special Act or Service Award (SA/SA) is a cash award given to recognize a meritorious personal effort, act; service, scientific or other achievement accomplished within or outside assigned job responsibilities.

**Note:** This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition. Soldiers may also receive this award in recognition of scientific achievements to include publication of articles in a scientific publications.

**Eligibility:** All Army civilian employees paid from appropriated funds and direct hire foreign nationals are eligible for consideration.

**Period Covered:** No specific length specified, but it **is** appropriate to recognize short term accomplishments in a regularly assigned position, on a detail, at the end of a special project, or when performance or honorary awards are not appropriate,

**Award Amount:** From \$25 to \$25,000, depending on the achievement being recognized. Army has been delegated approval of amounts up to \$10,000. Awards over \$10,000 must be processed through the Army Incentive Awards Board to DOD and the Office of Personnel Management (OPM). The amount of the award is determined using the cash award criteria for tangible or intangible benefits listed in Tables 7-1 and 7-2 of AR 672-20.

**Documentation Required:** Initiate a DA Form 1256 with narrative description of the achievement which includes the dates during which it was accomplished, the value and extent of tangible and/or intangible benefits derived, and the **dollar amount** of the recommended award for **US employees** and for **LN employees** annotate the award amount in **dollars and EURO** using the published FY conversion rate. Initiate a MODERN upon approval and forward to S-1 for completion

**Submission Date:** To CPAC thru MODERN within 30 days following the achievement to be recognized.

**Certificate:** Use of DA Form 2443 is optional. SF 50, Notification of Personnel Action, is placed into the US employee's Official Personnel Folder. AE Form 690-60b, Notification of Personnel Action, is placed into the LN employee's Official Personnel Folder.

## TIME OFF AWARDS

The Time Off Award (TOA) is given without charge to leave or loss of pay as an award for achievements or performance that directly contributes to the Army mission. **The TOA may be used alone or combined with a cash award or QSI as recognition for performance ratings.**

**Eligibility:** All appropriated fund U.S. citizen employees. LN employees are ineligible for this award.

**Period Covered:** No minimum length specified for the period to be recognized.

**d. Award Amount:** The minimum award is one hour. Up to 40 hours may be given for a single accomplishment, and up to 80 in a leave year. The length of the TOA is determined using the benefits chart contained in Chapter 7 of AR 672-20. For part-time or intermittent employees, the maximum amount which can be given in a leave year is the average number of work hours in the bi-weekly pay period, and half of that at any one time. **Note:** Under no circumstance will the TOA convert to cash payment. The employee and supervisor schedule earned time off in same way that annual leave is scheduled. Unused time does not transfer to gaining organization upon departure of the employee, so effort must be taken to grant time off before employee leaves the organizational rolls.

Use of TOA is granted in minimum increments of one hour and must be used within one year of the approval date. Use is documented in the remark section of the T&A sheet.

### **Documentation Required:**

Completed DA Form 1256, short description of the achievement and the benefits, and the amount of time off to be given.

**When used as recognition in conjunction with the annual performance appraisal, approval should be documented on the DA Form 7222-1 or DA Form 7223-1.**

**Submission Date:** As expeditiously as possible to CPAC thru MODERN, normally within 30 days following the achievement to be recognized.

**Certificate:** None. An SF 50, Notification of Personnel Action, is placed into the employee's Official Personnel Folder.

## ON-THE-SPOT (OTS) AWARDS

The OTS award is a small Special Act or Service Award that may be given by a supervisor to recognize day-to-day accomplishments of subordinate employees.

***Note: This award is not be used as a substitute for other personnel actions, pay entitlements or other forms of recognition.***

**Eligibility:** All appropriated fund US citizen and LN employees.

**Period Covered:** No specific length specified, but it is appropriate to recognize short term accomplishments in a regularly assigned position, on a detail, at the end of a special project, or when performance or honorary awards are not appropriate.

**Award Amount:** From \$25 to \$500 depending upon achievement.

**Documentation Required:** Electronic SF 52 for US employees and LN employees.

**Note:** For LNs annotate the dollar amount and EURO amount using the published FY conversion rate.

**Submission Date:** To CPAC thru MODERN within 30 days following the achievement to be recognized.

**Certificate:** Use of DA Form 2443, Certificate of Commendation is required. SF 50, Notification of Personnel Action, is placed into the U.S. employee's Official Personnel Folder. AE Form 690-60b, Notification of Personnel Action, is placed into the LN employee's Official Personnel Folder.

## PERFORMANCE AWARDS (US)

A performance award is given to recognize high level performance for a specified period covered in an annual rating of record.

**Eligibility:** All appropriated fund, US citizen employees, except SES who have Success Level 2 or higher ratings on their most recent annual TAPES appraisal. In addition, base system, non-supervisory employees rated level 3 under TAPES may receive a performance award.

**Period Covered:** Normally a year, but at least a minimum of 120 days required for an annual performance appraisal.

**Award Amount:** Up to 5 % of base pay to be approved by the ASG Chief of Staff.

**Documentation Required:** The award nomination will be submitted using the electronic SF 52.

**Submission Date:** Submit to CPAC thru within 30 days following the approval of the rating of record.

**Certificate:** DA Form 2443. SF 50, Notification of Personnel Action, is placed into the employee's Official Personnel Folder.

**Note:** Employees receiving Performance Awards may not be nominated for or receive Quality Step Increases based in whole or in part on the same period of service. However, both a cash and time off award may be granted. In proportionate amounts of value not to exceed 5%.

## PERFORMANCE AWARDS (LN)

This award is given to recognize high level performance for a period covering not less than one year.

**Eligibility:** LN employees in Germany.

**Note:** Elected employee representatives of the Works Council cannot be nominated for this award for functions performed as part of their elected office.

**Period Covered:** At least 12 consecutive months not recognized with previous performance award.

**Documentation Required:** Completed DA Form 1256, detailed narrative justification of the employee's accomplishments and contributions which were so outstanding as to warrant a cash award, and a proposed citation of 70-90 words containing the employee's name, organization, period being cited, and the employee's accomplishments.

**Submission Date:** Submit to CPAC thru MODERN within 30 days following the end of the period to be recognized.

**Certificate:** DA Form 2443, Certificate of Commendation. AE 690-60b, Notification of Personnel Action, is also placed into the employee's Official Personnel Folder.

## **QUALITY STEP INCREASE (QSI) (US only)**

A QSI may be given to recognize exceptional performance (Success Level 1) during the annual rating period for periods of a full year (52 weeks) of service. The QSI may also be combined with up to 40 hours Time Off Award, but may not be combined with a Performance Award.

**Eligibility:** All US employees with a Success Level 1 rating on the most recent annual performance rating of record.

**Period Covered:** The period covered by the most recent annual rating of record.

**Note:** Employees cannot receive a Performance Award covering any part of the period covered by the QSI. A QSI that moves an employee into either the 4th or 7th step of the grade will increase by 52 weeks the length of the waiting period for the next regularly scheduled step increase.

**Documentation Required:** Completed electronic SF-52.

**Submission Date:** **MUST submit to CPAC thru MODERN within 30 days of approval of the rating of record.**

**NOTE:** Supervisors who wish to nominate their employees for a QSI must pay extra attention to the regulatory milestones and ensure that the award recommendation reaches their servicing CPAC within the required timeliness. Special attention should be given to ensure that the dates that the appraisal is signed by rating official, senior rater, and awards approval authority meet the regulatory requirements. It would be prudent for organizations to coordinate decisions on potential awards internally before the appraisal blocks are signed to prevent missed milestones.

**Certificate:** DA Form 2443. SF 50, Notification of Personnel Action, is placed into the employee's Official Personnel Folder.

## HONORARY AWARDS

There are numerous honorary awards for civilian employees. Only those most commonly given to civilians are discussed below.

Supervisors are normally the nominating officials for honorary awards.

Approval authority for each award is listed above.

Embassy coordination must be accomplished and approval obtained before a LN employee may receive an award for which a medal is included as one of the recognition instruments.

The CPAC will initiate request for Embassy concurrence processing and submit them to USAREUR Civilian Personnel Directorate.

The USAREUR Civilian Personnel Directorate is responsible for coordinating all LN awards nominations with embassies and host country governments.

Additional information follows on the various High Level Honorary awards in Chapter 8 & 9, AR 672-20.

## EMBASSY CONCURRENCE REQUIREMENTS

All high level honorary awards to foreign nationals (employees and nonemployees) require coordination with the closest U.S. Embassy and host nation foreign office **before presentation**.

High level honorary awards are all awards with medals.

In Germany, the coordination is initiated by the servicing CPAC and submitted through USAREUR (CPD) to the U.S. Embassy in Bonn, Germany. This process in Germany is lengthy and should be initiated well in advance of the desired presentation date.

In addition to normal award documentation, a biographical page must be provided with these packets. Information required on the biographical page is reflected below.



**NAME:**

(If female and married, it helps to also give the maiden name  
e.g. Schmidt, Andrea Monika (nee Jung)

**DATE OF BIRTH:**

**PLACE OF BIRTH:**

For LNs born in countries which have been renamed, provide  
both the old name and new name.

For LNs born elsewhere but have lived a long time in  
Germany, please indicate whether or not they have  
obtained German citizenship and if so, when and where.

For LNs with other than German citizenship, provide a copy of  
the photo page of their visa/passport.

**CURRENT HOME ADDRESS:** Give city, zip code, street &  
house number

**MARITAL STATUS:**

**EDUCATION and EMPLOYMENT (in chronological order):**

1930 - 1934 Elementary School (Name and Place)  
1934 - 1939 High School (Name and Place)  
1939 - 1940 Drafted into military service  
1940 - 1943 Unit attached to in Army, Navy, Air Force  
1944 - 1946 Prisoner of War (Where held)  
1945 - 1947 Employed by U.S. Forces in Stuttgart  
(Continue employment in order of various jobs held and  
time periods.)

**LIST OF PREVIOUS AWARDS:** (List cash & honorary awards  
received - may be put on a separate page if lengthy.)

## DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE

**Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** No minimum length specified, but nominees must have established a demonstrated pattern of excellence and achievement which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

**Content of Award:** A medal, a lapel pin, and a DA Form 7014. When granted for bravery, a minimum cash award of \$1,000 accompanies the medal.

### Documentation Required:

- Completed DA Form 1256
- EEO/Adverse Action Certification, signed by the BSB EEO Officer
- Biographical sketch
- Written justification
- Proposed citation
- Previous awards history
- Endorsement by MACOM Commander (NOTE: Endorsement is prepared at HQ, USAREUR)

The written justification should describe contributions against the following example levels of achievement.

- Accomplished assigned duties of major program significance to DA in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.
- Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of DA, Department of Defense (DOD), and the Federal Government.
- Provided outstanding leadership to the administration of major Army programs resulting in highly successful mission accomplishment or in the major redirection of objectives or accomplishments to meet unique or emergency situations.

**Approval Level:** Through MACOM Commander to DA for approval by Secretary of the Army.

**Submission date:** To CPAC within 6 months following the act or period to be recognized. The CPAC will review the packet for completeness and forward it to HQ USAREUR, ATTN: AEAGA-CM, for command-level review and CGUSAREUR concurrence.

**Note:** Nominations for this award must be endorsed by the appropriate MACOM commander and the nomination be submitted for Embassy coordination must be accomplished and approval obtained **before** a nomination pertaining to an LN employee is submitted to DA level for approval. USAREUR Civilian Personnel Directorate will initiate Embassy concurrence requests once CGUSAREUR concurrence is obtained.

## **MERITORIOUS CIVILIAN SERVICE AWARD**

**Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** No minimum length specified, but nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

**Content of Award:** A medal, a lapel pin, and a DA Form 7015. When granted for bravery, a minimum cash award of \$750 accompanies the medal.

### **Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Biographical sketch
- Written justification
- Proposed citation
- Previous awards history

The written justification should describe contributions against the following example levels of achievement.

- Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.
- Demonstrated unusual skills in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space and materials, or improved health and safety of the workforce.
- Achieved outstanding results in improving the morale and performance of the employees.
- Exhibited unusual courage or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service of a unique or distinctive character.

**Approval Level:** CGUSAREUR.

**Submission date:** To CPAC within 6 months following the act or period to be recognized. The CPAC will review the packet for completeness and forward it to HQ USAREUR, ATTN: AEAGA-CM, for command level review and CGUSAREUR concurrence.

**Note:** Embassy coordination must be accomplished and approval obtained before a LN employee receives this award. The USAREUR Civilian Personnel Directorate will initiate Embassy concurrence request once CGUSAREUR approval is obtained.

## **SUPERIOR CIVILIAN SERVICE AWARD Eligibility:** All US/LN employees (AF/NAF)

**Period Covered:** No minimum length specified, but nominees must have established a pattern of excellence, normally demonstrated by the receipt of previous cash or honorary awards.

**Content of Award:** A medal, a lapel pin, and a DA Form 5655. When granted for bravery a minimum cash award of \$500 accompanies the medal.

### **Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification should describe contributions to a somewhat lesser degree than the example levels of achievement shown above:

- Accomplished supervisory or non-supervisory duties in an exemplary manner, setting a record of achievement, and inspiring others to improve the quantity and quality of their work.
- Demonstrated unusual skills in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, space, materials, or improved health and safety of the workforce.
- Achieved outstanding results in improving the morale and performance of the employees.
- Exhibited unusual courage or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service of a unique or distinctive character.

**Approval Level:** Commanders, MG and above and civilian equivalent.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

**Note:** Embassy coordination must be accomplished and approval obtained before a LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for Embassy and host nation country approval. Request will be submitted through the USAREUR Civilian Personnel Directorate.

## **COMMANDERS AWARD FOR CIVILIAN SERVICE**

**Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** No minimum length specified.

**Content of Award:** A medal, a lapel pin, and a DA Form 4689.

**Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification should describe contributions against the following example levels of achievement:

- Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skills in devising new and improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space and materials, or other items of expense or items that improved the health and safety of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- Demonstrated courage or competence in an emergency while performing assigned duties resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

**Approval Level:** Commanders, 06 and above and civilian equivalent.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

**Note:** Embassy coordination must be accomplished and approval obtained before a LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for Embassy and host nation country approval. Request will be submitted through the USAREUR Civilian Personnel Directorate.

## **ACHIEVEMENT MEDAL FOR CIVILIAN SERVICE**

**Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** No minimum length specified.

**Content of Award:** A medal, a lapel pin, and a DA Form 5654.

**Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification, should describe contributions which are of a lesser degree than the following example levels of achievement:

- Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
- Demonstrated initiative and skills in devising new and improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space and materials, or other items of expense or items that improved the health and safety of the workforce.
- Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.
- Demonstrated courage or competence in an emergency while performing assigned duties resulting in direct benefit to the Government or its personnel.
- Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

**Approval Level:** Commanders, O5 and above and civilian equivalent.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

**Note:** Embassy coordination must be accomplished and approval obtained before a LN employee receives this award. The Civilian Personnel Advisory Center servicing the approving commander's organization is responsible for initiating a request for Embassy and host nation country approval. Request will be submitted through the USAREUR Civilian Personnel Directorate.



**CIVILIAN AWARD FOR HUMANITARIAN SERVICE Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** Nominations should cover a period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

**Content of Award:** A medal, a lapel pin and a DA Form 5652.

**Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification should distinguish the nominee by meritorious direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals. Documentation must also provide evidence, which substantiate on site participation in a humanitarian act or operation.

**Approval Level:** MACOM level or higher.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

**Note:** Embassy coordination must be accomplished and approval obtained before a LN employee receives this award. The USAREUR Civilian Personnel Directorate will initiate Embassy concurrence requests once CGUSAREUR approval is obtained.

## **CERTIFICATE OF APPRECIATION FOR PATRIOTIC CIVILIAN SERVICE**

**Eligibility:** All US employees (AF and NAF). Also used to recognize volunteer contributions by employees and non-employees.

**Note:** LNs are not usually submitted since patriotic service is to one's own nation.

**Period Covered:** No minimum length specified, but nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

**Content of Award:** A medal, a lapel pin, a DA Form 7012.

### **Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification should describe patriotic civilian service by an employee or group of employees that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel. The award may also be used to recognize civilian employees for community service that reflects favorably on an Army activity.

**Approval Level:** Commanders, 05 and above.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

## **CERTIFICATE OF ACHIEVEMENT**

**Eligibility:** All US and LN employees (AF and NAF).

**Period Covered:** No minimum length specified,

**Content of Award:** A DA Form 2442.

**Documentation Required:**

- Completed DA Form 1256
- EEO/adverse action certification, signed by the BSB EEO Officer (See EEO CERTIFICATION, above)
- Written justification
- Proposed citation
- Previous awards history

The written justification should measure contributions against the following example levels of achievement:

- Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time space or materials.
- Significantly improved employee morale and job performance.
- Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**Approval Level:** Local commanders or other authorized individuals.

**Submission date:** To CPAC within 6 months following the act or period to be recognized.

## **CERTIFICATE OF APPRECIATION**

DA Form 7013 is used to recognize accomplishments of employees when a monetary or higher level honorary award is not appropriate. Local commanders or other locally authorized officials may grant it. The certificate may be overprinted for particular groups or events at the discretion of the commander.

## HONORARY AWARDS FOR NON-EMPLOYEES (PUBLIC SERVICE AWARDS)

Non-Federal employees (i.e., community volunteers, employees of contractors and host nation public officials) are eligible for a variety of Public Service awards. The specific eligibility criteria are contained in Chapter 9, AR 672-20, and information on them can be obtained from the servicing CPAC. Some of these awards are:

- **Decoration for Distinguished Civilian Service**
- **Outstanding Civilian Service Award**
- **Commander's Award for Public Service**
- **Certificate of Appreciation for Patriotic Civilian Service**
- **Civilian Award for Humanitarian Service**
- **Certificate of Appreciation**

## RECOGNITION OF VOLUNTEERS

**PURPOSE & ELIGIBILITY:** The Public Service Awards outlined in Chapter 9, AR 672-20, may be used to recognize the volunteer service of family members and off-duty civilians. Recognition is normally made at end of tour.

**CRITERIA:** The following table links extent and significance of volunteer contributions and period of service to the various award levels and ensures that award level is tied to specific contributions rather than grade level of the sponsor.

<b><u>Civilian Award</u></b>	<b><u>Approval Authority</u></b>	<b><u>Eligibility Criteria</u></b>
Certificate of Appreciation (DA Form 7013)	Any Commander	Participation in an organizational event or community activity or up upon departure to recognize Involvement in one or more volunteer activities on a periodic basis.
Certificate of Appreciation for Patriotic Civilian Service (with lapel pin) (DA Form 7012)	BSB Commander*	Participation in 2 or 3 separate activities; contributing 10-15 hours per week on a continuing basis throughout assignment.

Commander's Award for Public Service (DA Form 5231 with award medal and lapel pin)	ASG Commander**	Participation in 4 or more separate volunteer activities; contributing 15 or more hours service per week on a continuing basis throughout the assignment. Service should reflect significant impact on the quality of life programs in the area of contribution
Outstanding Civilian Service Award (DA Form 7012 with Award medal and lapel pin)	Commanders, MG & above	Awarded to recognize long periods of volunteer service during which the nominee's contributions impacted signifi- cantly on the mission of USAREUR and contributed to the welfare of Army personnel. Contributions should exceed those described above.
Decoration for Distinguished Civilian Service (DA Form 7016 with award meal and lapel pin)	Secretary of the Army	Awarded to recognize extensive periods of volunteer service during which nominee's contributions had consistent significant impact on the Army's mission and welfare of Army personnel. Contributions should significantly exceed those described above.

\*Volunteer service will normally benefit the entire BSB, therefore recommend BSB Commander's approval, however, any commander in grade O-5 or higher may also approve.

\*\* ASG Commander's approval is recommended, however, any commander, O-6 or higher may approve this award.

## **NOMINATING PROCEDURES**

Anyone in a leadership role (commander, manager, supervisor, officer of a volunteer organization, etc.) may nominate individuals.

Awards will normally be given at end of tour.

Nomination packet will include:

- DA Form 1256, Incentive Award Nomination and Approval Form
- Proposed citation (approximately 90 words) which summarizes nominee's specific contributions.
- Supporting justification that includes the inclusive dates of service performed, types of activities/organizations in which volunteer service was performed, and specific contributions made by the nominee to benefit those activities/organizations.
- Nomination packets will be submitted to local Civilian Personnel Advisory Center (CPAC) for processing. When the nomination has been approved, CPAC will provide applicable blank certificates, pins, medal sets to the nominating organization.
- Nominations requiring approval at HQUSAREUR will be endorsed by local commanders and forwarded to HQ, USAREUR, ODCSPER (CPD), ATTN: AEAGA-CM (Incentive Awards), Unit 29351, APO AE 09014.

## **LENGTH OF SERVICE (US & LN)**

Beginning with 5 years of creditable service, US and LN employees are entitled to receive length of service certificates. Certificates and lapel pins in 5-year increments are available for 10 through 50 years of service. The servicing CPAC will periodically provide organizations with rosters of employees due to receive length of service recognition, and will also provide the necessary certificates and lapel pins. The employing organization is responsible for preparing and presenting the certificates.

LN employees in Germany are also eligible to receive additional length of service recognition. LN employees receive 3 days of administrative leave at 20, 30, 35 and 45 years of service. LN employees who achieve 25 years of creditable service receive EURO 600, and LNs reaching 40 years of service receive EURO 2,000. The CPAC will provide rosters of eligible LN employees at regular intervals to managers. The CPAC will inform the employing organization of the award entitlement, and will prepare the AE 690-60a, Request for Personnel Action. The CPAC will forward the AE 690-60a to the CPOC, which will prepare and distribute the AE 690-60b, Notification of Personnel Action. The employee copy will be sent to the CPAC, which will forward it to the employing organization for presentation. The monetary award is deposited directly into the employee's bank account.

## **RETIREMENT AWARDS (US & LN EMPLOYEES)**

At time of retirement, both US and LN employees will be presented with a DA Form 4250, DA Certificate of Retirement, and a DA retirement pin. US employees also receive the DA Form 4251, Certificate of Appreciation. The certificate(s) are presented in a green vinyl folder bearing the Department of the Army Seal printed in gold on the front of the folder. The head of the activity from which the employee retires will sign the certificate(s). The head of the employing activity or a designated representative will present them along with the retirement pin at an appropriate ceremony.